



Thank you for your interest in teaching a quality program through Sedona Parks and Recreation.

When creating your class proposal please include the following details. Any additional information that you feel is relevant may also be included.

- Class description to include:
  - Age groups to be targeted.
  - Minimum and maximum number of students required. The smaller the minimum can be, the better for getting a new class off the ground.
  - What day and time would the class be taught?
  - How frequently? How many classes in a six-week session?
  - What would the charge for the class be? Would you offer discounts for multiple family members? Keep in mind that the instructor will be paid 80% of the registration fees.
- Instructor information to include:
  - Background experience.
  - Instructor biography to be included on flyers.
  - Resume and references if you would like.

Please email [Abaxter@SedonaAZ.gov](mailto:Abaxter@SedonaAZ.gov) with your class proposal. If your class is chosen to become an offering through Parks and Recreation you will be required to fill out an employment application as well as getting fingerprinted for the purpose of a back ground check. Depending on the nature of your class, you may be responsible for providing liability insurance.

We will generally get back with you concerning your proposal within a week of receiving it.

Thank you